


**Memorandum of Understanding**  
**Transitioning to Paperless Statements of Earnings and Leave (SEL)**  
**Between**  
**US & Foreign Commercial Service (US&FCS)**  
**and American Foreign Service Association (AFSA)**

This Memorandum of Understanding (MOU) is hereby entered into by the US & Foreign Commercial Service, International Trade Administration (herein referred to as US&FCS) and the American Foreign Service Association (AFSA) (jointly the parties) and is made pursuant to title 22 U.S. Code, Section 3922 and Chapter 41. US&FCS and AFSA agree that the scope of this MOU is limited to the Department of Commerce's transition to paperless statements of earnings and leave (SELS) effective November 20, 2009. The parties hereby agree to the following:

1. The employees represented by AFSA (employees) recognize that the mailing and distribution of paper copies of SELs is costly and counterproductive to improving the environment. The employees, in joint cooperation with management agree to efforts to reduce costs and assist the environment by agreeing to transition to paperless SELs.
2. Employees will be allowed to access and print copies of the SELs from the computers which they use at work during their work shift and they will not be expected to do so while on breaks nor before or after their tour of duty.
3. This MOU will remain in effect until September 30, 2010 to provide the parties an opportunity to evaluate the impact of the transition to paperless SELs. This MOU shall become permanent unless either party gives notice to the other no later than November 30, 2010 of its desire to renegotiate the MOU.
4. The US&FCS agrees, as a courtesy, that it will review the possibility of making individual exceptions in those cases where employees may have proven instances of extreme difficulty in reading and/or printing their documents from online. The Parties agree that each instance of difficulty shall be reviewed on its own merit and not represent a precedent of any kind in the manner in which covered employees may continue to receive their statements of earnings and leave (SEL).
5. This in no way shall be cited as express permission for an employee to "opt out" of the DOC transition to paperless SELs.
6. This Memorandum of Understanding shall take effect upon the date all the parties have signed it.

  
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Keith Curtis

Vice - President  
American Foreign Service  
Association

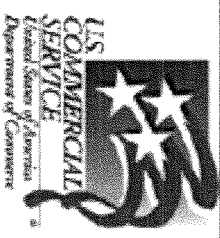
  
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Suresh Kumar

Director General  
U.S. & Foreign Commercial Services



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

# CONCURRENCE RECORD



U.S. COMMERCIAL SERVICE  
United States of America  
Department of Commerce

**Subject of Document:** Memorandum of Understanding between US&FCS and AFSA:  
Transitioning to Paperless Statements of Earnings and Leave

Deadline Date:  
09/30/2010

**Name and Office of Originator:**  
Sandy Conway, DOCHROC, Office of Workforce Development  
and Performance Management

Telephone Number: (202) 482-4376  
Initials: SDC Date: 09/30/2010

Date Received by  
CS Exec Sec:

Submitted To	Check		Initials	Date	Submitted To	Check		Initials	Date
	FYI	Clearance				FYI	Clearance		
Name: Keith Curtis	Clearance		K	10/1/10	Name:	Clearance	X		
Office: AFSA	Signature	X			Office:	Signature			
Name: Nancy Kripner	FYI		nk	10/3	Name:	FYI			
Office: 3823	Clearance	X			Office:	Clearance			
Name: Karen Zens	FYI		KZ	10/4/10	Name:	FYI			
Office: DDG	Clearance	X			Office:	Clearance			
Name: Suresh Kumar	FYI		SK	10/4/2010	Name:	FYI			
Office: DDG	Clearance				Office:	Clearance			
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**ADDITIONAL INFORMATION OR SPECIAL INSTRUCTIONS:**

Upon signature, please provide signed document to Director, FSHR. Please return original document to Sandy Conway, DOCHROC, in room 7838.  
Thank you.